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FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

GPO : 1957-O-439445

(47)

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ROUTING AND RECORD SHEET

FILE

Personnel

SUBJECT: (Optional)

**Special Report on the Grades, Occupations, and Percentage of Women
in Higher Grade Federal Positions**

FROM:

Special Assistant to the DD/S

EXTENSION

NO.

DATE

6 February 1964

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. **Director of Personnel
5E56 Hqs.**

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

**The attached Civil Service
Commission Bulletin is forwarded
for your action and preparation of
a suitable reply for signature by
the Deputy Director of Central
Intelligence. It is suggested that
you may want to explain our statutory
position with regard to disclosing the
numbers of our employees to an
appropriate person in the Civil
Service Commission, and that we
might then submit a secure report
within the framework of that con-
versation, but in general compliance
with the reporting requirements
specified in the Civil Service
Commission Bulletin.**

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Att:

**Civil Service Commission
Bulletin No. 291-21, same
subject**

Suspense: 19 February 1964

SA-DD/S:RHW:fmf (6 Feb 64)

Distribution:

O - Adse w/Bulletin (DD/S 64-0691)

1 - DD/S Chrono

✓ - DD/S Subject w/ccy of Bulletin

BULLETIN

BULLETIN NO. 291-21

Washington, D.C. 20415
January 29, 1964
MMS:FMN:ier


SUBJECT: Special Report on the Grades, Occupations, and Percentage
of Women in Higher Grade Federal Positions.

Report due February 28, 1964
Heads of Departments and Independent Establishments:

In accordance with the letter from Secretary of Labor Wirtz, Chairman of the Interdepartmental Committee on the Status of Women, this bulletin requests a report on the numbers of full-time employees of your agency in positions at or above grade GS-12 and all similar white-collar positions at comparable levels on December 31, 1963. For positions not at General Schedule or "GG" grades, include all positions paid at salaries of \$10,000 or more. If you collected data on occupations by grade and sex as of October 31, 1963, you may submit this report as of that date. Detailed instructions for reporting are shown on the back of the attached sample tabulation sheet.

Reports should be submitted by February 28, 1964, to the Chairman of the Interdepartmental Committee on the Status of Women, Room 1334, Main Labor Building, Washington, D. C. 20210.

This report has been approved by the Bureau of the Budget in accordance with the Federal Reports Act of 1942.


Warren B. Irons
Executive Director

ATTACHMENTS: Sample tabulation sheet and instructions.

INQUIRIES: Civil Service Commission, Statistics Section, telephone code 183,
extension 7611.

CODE: 291, Personnel Reports.

DISTRIBUTION: Limited

BULLETIN EXPIRES March 31, 1964

SAMPLE TABULATION SHEET

Distribution of Paid
Civilian Federal
Employees in Full-Time
Higher Level Positions
on December 31, 1963
by Sex, and by Occupational
Series of Women Employees

DEPARTMENT OR AGENCY

Salary, Grade, or Level	Occupational Series	Number of Women	Total, All Employees	Percent Women
Subject to the Classification Act:				
GS-12, Total.....		151	4,063	3.8
	007	2
	010	45
	015	4
	101	17
GS-13, Total.....		76	2,300	3.3
	101	12
	301	15
Similar to the Classification Act				
GS-12, Total.....		10	125	8.0
	101	2
	301	5
Other white-collar positions at salaries of \$10,000 or more:				
\$10,000 or more, Total.....		10	200	5.0
\$10,000	610	2
	301	1
\$12,000	610	1
\$15,000	905	1

(Over)